



## CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION

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|                  |                              |                               |            |
|------------------|------------------------------|-------------------------------|------------|
| <b>Division:</b> | Building Division            | <b>Policy &amp; Procedure</b> | BD-PP-118  |
| <b>Subject:</b>  | FOOT PROTECTION-SAFETY SHOES | <b>Effective Date:</b>        | 07/01/2009 |
| <b>Code:</b>     | N/A                          | <b>Reviewed Date:</b>         | 05/26/2015 |

### A. POLICY:

1. Clark County Department of Building & Fire Prevention, Building Inspection Division, employees assigned tasks requiring on-site access of construction projects shall adhere with the following referenced OSHA standards:
  - a. OSHA Standard 1910.136, Occupational Foot Protection: General Requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole and where such employee's feet are exposed to electrical hazards; and
  - b. The protective footwear shall comply with ANSI Z41-1999, "American National Standard for Personal Protection-Protective Footwear," or ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear," which is incorporated by reference as specified in Section 1910.6, or shall be demonstrated by the employer to be equally effective.

### B. PROCEDURE:

1. Employees required to wear protective footwear will be provided an authorization letter from the Director to be taken to a vendor under contract with the County to order and purchase safety shoes. Each twelve (12) months, an employee will be provided authorization by their department head to purchase a new pair of safety shoes, provided they are necessary. Employees will have fifteen (15) calendar days after receiving the department authorization letter to visit the vendor's facility to purchase safety shoes.
2. The cost of safety shoes, up to a maximum of \$110.00, will be paid by the County after the vendor sends an invoice to the department contact person identified in the department authorization letter. An employee purchasing safety shoes costing more than \$110.00 will be required to pay the amount above \$110.00 directly to the vendor.
3. Employees shall submit the safety shoe receipt to the designated staff person within five (5) regularly scheduled work shifts after picking up their safety shoes. The staff person will make a copy of the receipt and forward the receipt to the designated employee responsible for paying invoices. The receipt shall be processed for payments in accordance with department procedures.

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| <b>Division:</b> | ALL                          | <b>Policy &amp; Procedure</b> | BD-PP-118  |
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4. Employees shall wear their safety shoes during the performance of assigned duties for which protective footwear is required.

#### Revision History:

| POLICY #  | TITLE                          | Effective Date | Revised    | Reviewed   |
|-----------|--------------------------------|----------------|------------|------------|
| DS-PP-118 | Foot Protection – Safety Shoes | 07/01/ 2009    | New        |            |
| DS-PP-118 | Foot Protection – Safety Shoes |                | 08/01/2013 |            |
| BD-PP-118 | Foot Protection – Safety Shoes |                |            | 7/30/2014  |
| BD-PP-118 | Foot Protection – Safety Shoes |                |            | 05/26/2015 |

| Developed by:  | Reviewed by:   |
|--|--|
| <br>Brenda A. Thompson<br><i>Inspections Manager</i>    |   <br>Ted Droessler      Kevin McOsker      Brenda Thompson<br><i>Engineering Manager      Plans Exam Manager      Inspections Manager</i> |
| Reviewed by:   | Approved by:   |
| <br>Samuel D. Palmer, P.E.<br><i>Assistant Director</i> | <br>Ronald L. Lynn<br><i>Director/Building &amp; Fire Official</i>   |